

School Improvement Letter

(On School/District Letterhead)

(Date)

Dear Parent or Guardian:

Under the federal No Child Left Behind (NCLB) Act of 2001, the school district must provide notice to the parent(s) of each student enrolled in a school building if that building does not make adequate yearly progress (AYP) and is identified for school improvement. *(Building)* has not made AYP for the past two or more years, and is now in the *(first, second,...)* year of school improvement.

(The district must provide information to address EACH of the following)

- * Explain what the identification means, and how the school compares academically to other schools served by the district and the state.
- * State the reason(s) for the identification.
- * Describe how parents can become involved in addressing the academic issues that caused the school to be identified for school improvement.
- * Explain the parent's option to transfer his or her child to another public school in the district that is not identified for school improvement, with transportation provided by the district. Inform parents about the academic achievement of students at the school, or schools, to which their child may transfer. *(If applicable)*
- * *(Years 2, 3, and 4)* Explain supplemental educational services and how to obtain them for their child. *(MUST be included in the letter each year.)*

(Building) will be sending information, conducting meetings, and having programs throughout the year for parents to stay informed. Please read the information sent to you and participate in all the activities provided so that together we can make *(Building)* the best it can be for all. If you have any questions, please call *(Name)* at *(phone number)*.

Sincerely,

Superintendent

Principal